

**City of Burlington Housing Authority
Riverview Manor
April 18, 2013**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, April 18th. 2013, 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Resident Manager, Dorothy Henning.

Minutes from the March 21, 2013 meeting were reviewed and approved by a motion by Stublely, seconded by Iselin, motion carried unanimously.
Minutes from the April 10th special meeting were approved by a motion by Stublely, seconded by Stoehr, motion carried unanimously..

FINANCIAL REPORT:

Reserve Account balances as of March 31, 2013
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Henning reported 20 on the waiting list for 1 bedroom units and 4 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Henning has contacted Mather Specialty regarding weather protection above main entrance door and also to inspect the damaged soffit.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

The corrected management plan was dispersed to board members for review

After lengthy discussion, Manager Henning gave board members her resignation effective May 31, 2013. A special meeting will be held shortly to further discuss replacement of her position.

NEW BUSINESS

A motion made by Heck, seconded by Stoehr and carried unanimously to approve office assistant Debra Ratkowski attending a Housing Law Seminar in Waukesha in May at a cost of \$125.00.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Stoehr and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting has been tentatively scheduled for May 16th, 2013


Ralph Heck, Secretary